EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE

ANNOUNCEMENT #: ARNGT 06-143

OFFICE OF THE ADJUTANT GENERAL

NORTH CAROLINA NATIONAL GUARD

HUMAN RESOURCES OFFICE

OPENING DATE: 12 May 2006

CLOSING DATE: 30 May 2006

RALEIGH, NORTH CAROLINA 27607-6410 <u>ANTICIPATED FILL DATE</u>: 25 Jun 06

POSITION TITLE AND NUMBER
Supply Technician (Exc Indef)

UNIT/ACTIVITY AND DUTY LOCATION
JFHQ-NC-J6-PB

PDCN 90024E00, MD # 1224-611LV NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 15.57%) EMPLOYMENT STATUS

4105 REEDY CREEK ROAD

<u>WHO CAN APPLY</u>: The area of consideration for this announcement is the <u>STATEWIDE</u>. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and residents of North Carolina who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

<u>QUALIFICATIONS REQUIREMENTS</u>: Must have 12 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants <u>MUST</u> address each KSA individually in paragraph format by explaining any civilian and military work experience (<u>with inclusive dates that reflect 12 months of specialized experience</u>) that provided that KSA. It is <u>REQUIRED</u> that this statement be attached to the application. <u>Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position</u>. For more information or assistance, call <u>1-800-621-4136</u> ext. 6172/6431.

- 1. Knowledge of computer software for the creation and modification of forms and publications, and to provide instruction to outlying units on their use.
- 2. Knowledge of Internet/Intranet access to include uploading, downloading and manipulating date to support forms, publications and other programs; to search for recent publication/form updates; or to locate obscure or out pf print resources.
- 3. Knowledge of uploading to the Internet/Intranet and electronically archiving documents, publications and forms into public folders for statewide dissemination.
- 4. Knowledge of property accountability procedures and inventory control.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the unit is mandatory. (E: MOS 92A/Y/Z)

PRINCIPLE DUTIES AND RESPONSIBILITIES: Maintains an accurate automated accounting and reporting system of accountable property equipment and components within the organization. Monitors and accounts for on-hand assets and recommends actions to improve logistical readiness within the organization. Participates in segments of management studies on the distribution of equipment assets and makes recommendations based on analysis. Monitors and participates in the redistribution of equipment by recommending transfer and turnin of items as appropriate. Recommends lateral transfer of equipment between organizations. Conducts accountable property reconciliation. Reviews document registers, document files, suspense files, and account records to verify postings and consistency with automated/manual accountable property balances. Instructs organization personnel on proper ordering and turnin procedures. Prepares reports on the condition of records, shortages, inventories, corrections, and actions recommended to improve property accountability in accordance with Egulatory guidance. Maintains a suspense file of reconciliation, pending actions and other pertinent data pertaining to property accountability. Maintains the logistical file to support accountable property reconciliation. Prepares procedures and conductsannual inventories. Participates in inventory processes, conducts investigations to determine causes of inventory discrepancies by checking all property records (e.g., purchase orders, surveys, transfers, and other available sources), compiles information necessary for consideration in survey actions relating to losses, damages, or destruction of Government-owned property. Maintains contact with appropriate personnel to resolve inventory problems within responsible area. Communicates with organization work center managers to affect receipt of required equipment. Recommends changes to regulations, standard operating procedures and local policies pertaining to the accountable property and related areas. Maintains program files and ensures accurate submission of reports and reconciliation to the proper organizations in accordance with regulatory requirements. Consolidates reports and transactions from the various work centers for necessary for submission to the appropriate personnel. Operates and maintain automated property tracking system to include system updates, perform records research, and data input and corrections. Provides automated reports or queries for internal and external customer requests. Processes all requests for equipment loan(s) to and from organizations and activities external to the immediate organization. Coordinates requests with the Command as appropriate. Prepares loan/lease agreements and coordinates bond/insurance requirements IAW regulatory guidance. Maintains section technical library of publications, manuals, backup disks, warranty cards, etc. Ensures adequate information is maintained on all accountable equipment. Periodically reviews materials on hand, discarding obsolete materials and acquiring current references as recessary. Receives technical specifications from C4 Specialists to ensure production support for items requiring special handling. Purchases necessary computer systems and components as necessary to meet mission. Utilizes trade journals, Internet research, and vendor contacts to find the best value for each purchase. Forecasts computer supply needs based on mission requirements. Coordinates supply actions with purchasing office, local vendors, transportation, and other supply units or organizations. Contacts vendors to arrange service under warranty or maintenance contract. Schedules on site service, coordinates service schedule with customers, and follows up to insure completion of work in a satisfactory manner. Packs and ships warranty and contractitems to vendor as required. Follows up with vendor when items are not returned in a timely manner. Completes necessary documentation to close warranty or contract work orders and, as applicable, initiate vendor payment. Researches and locates vendors for one time repair of information systems equipment that are beyond normal warranty coverage. Coordinates with purchasing office as required to obtain funding for necessary services. Determines stock replenishment for supplies and other material withinfunding limitations. Assures that supplies and monies are not wasted through excess accumulation and that items are on hand in sufficient quantities and at the time required. Works closely with C4 technical specialists to insure obsolete parts are eliminated from stock lists. In addition to established guides and formulas, determines quantities required and timely stock replenishment. Initiates preparation of requisitions, local purchase or credit card purchase of required materiel. Maintains status journals, obtains information on the availability of requested material, furnishes information to requestor on stock availability, follows up with other supply units to learn the date of issue or delivery. Collects and processes hazardous materials in accordance with applicable regulations and local standard operating procedures as needed. Performs other duties as assigned.

<u>INSTRUCTIONS TO COMMANDERS/SUPERVISORS</u>: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload dictates. 6.

Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1